

## Attendance Information

Dear Parents,

Haude Elementary is dedicated to academic achievement and success for all students. Regular school attendance is an integral part of that success. A student should not be absent unless it is absolutely necessary. When a student is absent from school, upon their return, they are required to bring a written parent note or a medical note within 5 days of absence stating when and why they were absent.

You can also report an absence(s) through Skyward Family Access, which is considered a digital parent note.

<u>Parent Notes sent to school need to include the following information:</u>

Student's first and last name Grade Date of Absence(s) Reason for Absence(s) Signature of Parent

Unfortunately, we will not be able to accept a phone call as documentation of your child's absence. We do appreciate your call, and we strongly encourage you to continue to notify the school of your child's absence, however we also must have a parent note, email, or notification through skyward so that we may code the absence correctly.

If you have any questions or concerns regarding your child's attendance during the school year, please contact Jamie Perkins the Attendance Secretary at 832-484-5593 or send an e-mail to <a href="mailto:jperkins1@kleinisd.net">jperkins1@kleinisd.net</a>

Thank you!